

Section 319 and 205(j) Project Final Report Guidance

Wyoming Department of Environmental Quality

Water Quality Division

Nonpoint Source Program

March 2015

All Section 319 and 205(j) grant recipients (Sponsors) are required to submit a Final Report to WDEQ within 60 days of the cooperative agreement expiration date. The Final Report is:

- A required deliverable of the project.
- A stand-alone, comprehensive summary of all activities associated with the project. The report should contain enough detail that those unfamiliar with project would be able to understand the purpose of the project, what the project accomplished, and how project was accomplished.
- A compilation of all project deliverables.
- A reporting obligation to the EPA that helps ensure continued funding for Section 319 and 205(j) projects in Wyoming.
- Most importantly...a thoughtful and presentable record of accomplishments that should be a source of pride for the Sponsor as well as a means of demonstrating success to partners, funding entities and the public. The Final Report is a chance for the Sponsor to highlight achievements and the public benefits of the project. A well-written final report will increase the likelihood of receiving future grant funding.

In order to prepare and submit an acceptable Final Report, a Sponsor must:

- Follow the outline presented in this Final Report Guidance document (see below).
- Maintain an accurate and complete record of all activities and expenditures associated with the project.
- Keep hard copies and electronic copies of all project deliverables.
- Maintain a record of any complications that arise while executing the agreement.
- Complete all tasks with enough time remaining to prepare the Final Report by its due date.
- Submit two copies of the Final Report: one electronic and one hard copy.

WDEQ strongly recommends that Sponsors:

- Keep a record of deliverables, reports, events, communications, complications, expenditures, and all other agreement activities *as they occur*, rather than attempting to compile everything needed for the Final Report when it is due.
- Submit a draft Final Report to the WDEQ project officer at least 60 days prior to the agreement expiration date. This provides the WDEQ project officer with time to review the draft and provide comments if necessary, and for the Sponsor to make changes prior to the agreement expiration date.
- Keep in mind that Final Reports are due to WDEQ within 60 days following the agreement expiration date. However, WDEQ can only pay for work done *prior* to the agreement expiration date. If the Sponsor chooses to work on and submit the Final Report after the agreement

expiration date, WDEQ cannot pay the Sponsor for the time spent preparing the report.

Likewise, if corrections are needed to the Final Report, WDEQ cannot pay for time required to make these changes if they occur after the agreement has expired. Thus, it is in the Sponsor's interest to submit the Final Report (draft and final versions) in as timely a manner as possible.

- Keep in mind that the WDEQ may withhold payment of the final reimbursement request until the final report is received.
- Work with their WDEQ project officer to ensure timely submittal of a complete and accurate Final Report.
- Prepare a report that the Sponsor and partners are proud to share. The Final Report should be a multi-purpose document that goes beyond fulfilling a grant requirement. Because the report will be available to the public, WDEQ encourages Sponsors to make the document visually appealing (e.g. consistent formatting and, as appropriate, photos, maps, graphs, tables, etc...).

The following format is required for the Final Report. This Final Report guidance is available on the [NPS Program-Sponsors Website](#) in both Adobe .pdf and Microsoft Word formats. Please access the Microsoft Word version to copy and paste sections of this guidance into your report. Contact the NPS Program at 307-777-6080 if you need assistance.

Title Page

The Title Page should contain the following information:

- Project Title
- Project Sponsor
- Date (month and year the report is completed)
- Cooperation Statement*
- State Project Number**
- Grant Number**

*At a minimum, the following Cooperation Statement should be included: *This project was conducted in cooperation with the State of Wyoming and the United States Environmental Protection Agency, Region 8.* This statement can be revised to include other significant partners to the project.

**The State Project Number and Grant Number can be found in your project management guidance binder or database for 2012 and later projects. For projects prior to that date, please contact the NPS Program to get the state project and grant numbers.

Section 1.0 Executive Summary

The Executive Summary should be limited to one page and should contain the following information:

- Project Title
- Project Start Date
- Project Completion Date

- Budget Summary *
- Summary of Accomplishments **

*The **Budget Summary** should include the following information:

Budget Summary	
Total 319 or 205(j) Funds Awarded	\$ Amount of 319 or 205(j) funds awarded to your project
Total 319 or 205(j) Funds Expended	\$ Amount of 319 or 205(j) funds you actually spent
Total Nonfederal Match Commitment	\$ Amount of nonfederal match that you agreed to obtain for the project
Total Nonfederal Match Expended	\$ Amount of nonfederal match actually spent for the project (includes cash and in-kind match)
Total Project Budget	\$ Sum of 319 Funds Awarded and Nonfederal Match Commitment
Total Project Expenditures	\$ Sum of 319/205(j) Funds Expended and Nonfederal Match Expended

The **Summary of Accomplishments should state the purpose of the project, outline the goals that were set for the project, and provide an overall statement of whether or not those goals were met. The summary should also provide information on significant accomplishments, project deliverables, and a summary of any data or other information collected to evaluate effectiveness/success of the project.

Section 2.0 Background

Describe the background information for your project. You should be able to take much of this information directly from your Project Implementation Plan.

- Why was the project needed? What was the water quality problem that needed to be addressed?
- What were the nonpoint sources of pollution causing the problem?
- How did this project come about? How did project partners come together to implement it?
- What is the significance of the project to the watershed, the local community, and the project partners?
- Describe any watershed-based plan, TMDL, or other planning document that this project developed or implemented.
- Briefly describe the watershed and/or project area. Attach any maps that would help the reader understand the project area (See Section 12.0).

Section 3.0 Goals and Outcomes

Summarize the goals and successes associated with this project.

- What was the goal of the project and was it successfully achieved?
- What were the planned environmental outcomes and objectives (see your Project Implementation Plan) and were those outcomes/objectives achieved? Talk specifically about each outcome/objective identified in your Project Implementation Plan.
- How did you evaluate the success of your project in meeting its goal and outcomes?

- Were there any unexpected or secondary benefits of the project?

Section 4.0 Task Activities

Using the following table format, identify the tasks for your project. Task Title and Task Description can be copied from your Project Implementation Plan. In the Actual Deliverables column, list actual deliverables that were produced and note any deviation from the expected deliverables that were identified in your Project Implementation Plan.

Task #	Task Title	Task Description	Actual Deliverables
1			
2			
3			
4			
5			

Add/remove rows as needed to reflect the correct number of tasks for your project.

Section 5.0 BMP Implementation

If your project implemented Best Management Practices (BMPs), use the following table format to list and describe BMPs implemented under your project. If you did not implement BMPs, indicate “Not Applicable” in this section. Note that this section will not apply to Section 205(j) projects. Photos that document BMP implementation and/or show before and after conditions are a very effective way to promote achievements of the project (see Section 12.0).

BMP Name/Description	HUC12	Date Completed	Targeted Pollutant(s)	Load Reduction Estimate(s)	Load Reduction Estimate Method(s)

Add rows as necessary.

BMP Name/Description—Provide a brief name and description of the BMP (e.g. Off Channel Water Tank #1—one off-channel stock tank and associated pipeline and solar pump installed to reduce livestock and wildlife time in spent in Wet Creek).

HUC12—Hydrologic Unit Code at the 12 digit level that the BMP was implemented in. Contact the WDEQ NPS Program if you need assistance finding HUC12s.

Date completed—Date that the BMP was completely implemented

Targeted Pollutant(s)—List the pollutants that the BMP was designed to address (e.g. sediment, nitrogen, phosphorus, E. coli, temperature, low D.O., etc...)

Load Reduction Estimate(s)—When sediment, nitrogen, phosphorus, or E. coli are listed as a targeted pollutant, calculate a load reduction estimate for each of these pollutants (i.e. 500 tons sediment/year, 50 lbs.

nitrogen/year, 2.41E+13 mpn/year E. coli, etc...). Load reduction estimates can be calculated for other pollutants at the discretion of the Sponsor. Ideally, load reduction estimates are calculated through before and after water quality monitoring data. When this is not feasible, predictive models may be used. If you need assistance calculating load reduction estimates, please contact the WDEQ Nonpoint Source Program.

Load Reduction Estimate Method(s): If you calculate your own load reduction estimates, provide the names of the models or other methods used to calculate the estimates.

Section 6.0 Monitoring Results

If your project conducted water quality monitoring, this section should include a brief discussion of the monitoring strategy, the methods used, and a summary of the results.

- What were the monitoring objectives?
- Were these objectives met?
- Summarize the sampling and analysis methods used.
- Describe any models used to analyze the data.
- Provide a QA/QC report describing the quality and credibility of the data.

Include pictures, graphs, tables, as needed to help “tell the story.”

It is perfectly acceptable to attach a detailed water quality monitoring report as an attachment to the Final Report (See Section 12.0). However, a brief summary should still be included in this section with reference to the full report as an attachment.

If the project conducted any other types of quantitative monitoring (e.g. vegetation monitoring), provide a similar summary for that type of monitoring. If the project used any other mechanisms for evaluating project effectiveness (e.g. qualitative assessments, surveys, etc...), describe the methods used and the results obtained.

Information/education projects should include a discussion of how they evaluated the effectiveness of information/education activities in this section.

Any data collected under the project will need to be submitted to the WDEQ electronically and as a hard copy attachment to the Final Report. The hard copy of the data submission must include the compiled data and all supporting information (e.g., raw data sheets, copies of field log books, calibration logs, lab data sheets, photographs). Electronic chemical and benthic macroinvertebrate data must be provided in specific templates; these templates and instruction sheets will be provided to the Sponsor at the beginning of the project if chemical or benthic macroinvertebrate data will be collected.

Section 7.0 Partners

Discuss the various partnerships in place throughout this agreement, including other funding sources, landowners, other agencies, subcontractors, volunteers, etc...

- Who were the partners?

- What were their contributions?
- What were the other funding sources for the project?
- What were the successes and/or shortfalls of each partnership?
- Will any partnerships formed under this project continue into the future?

Section 8.0 Information and Education

Discuss any information/education or outreach activities conducted under this project not already described under other sections of this report. This includes any activities done to promote the project or encourage public awareness or participation not originally planned as one of the tasks for the project.

- What information/education and outreach activities were completed?
- What was the goal of the activities?
- Who was the targeted audience?
- Were the activities successful?

Section 9.0 Complications

Discuss problems and unexpected issues that were encountered during the course of the project. Be objective and honest.

- Was the project completed as planned? If not, explain the changes or difficulties.
- What issues arose (i.e. technical, financial, managerial, partnerships, etc...)?
- How were these issues resolved?
- Could similar issues be avoided in the future? If so, how?
- How did these issues affect the project? Were the effects significant?
- Identify any amendments to your agreement in this section. This includes time extensions, modifications to the scope of work, and budget modifications. Briefly explain the circumstances that led to the need for the amendment.

Section 10.0 Recommendations

Discuss the next steps for this project and the sponsoring organization.

- What was learned by completing this project?
- How could the organization or its partners build on the lessons learned and the successes achieved?
- Are there any next steps for the project? Is there another phase planned for the project? Are there opportunities for expansion? Are there things that should be done in order to ensure the long-term success of the project?
- Include any recommendations that could improve the 319 Program or could make grant/project management easier or more efficient.

Section 11.0 Financial Summary

Provide a financial summary of the project by completing a table in the following format.

Task #	Task Title	319 or 205(j) Funds Expended	Nonfederal Match Expended	Total NPS Expenditures	Other Federal Funds Expended
1					
2					
3					
4					
5					
	TOTALS				

319 or 205(j) Funds Expended = amount of funds actually spent on that task at end of project

Nonfederal Match Expended = amount of nonfederal match actually spent on that task at end of project

Total NPS Expenditures = 319/205(j) Funds Expended + Nonfederal Match Expended

Other Federal Funds Expended = total of any other federal funds spent on that task at end of project (do not add these funds into Total NPS Expenditures)

Add/remove rows as necessary to reflect the number of tasks for your project.

Use the final row of the table to total the last four columns in the table.

Section 12.0 Attachments

Attach all appropriate documents associated with this project. In this section, provide a list of all documents attached to the Final Report.

All significant deliverables noted in Section 4 should be attached to the Final Report. Deliverables associated with Task 1 Administration (e.g. reimbursement requests, quarterly progress reports, MBE/WBEs, annual reports) do not need to be attached to the Final Report.

Examples of documents that may need to be attached include:

- Watershed based plans
- Sampling and Analysis Plans
- Quality Assurance Project Plans
- Reports
- Newsletters
- Press releases
- Educational materials (such as brochures, pictures of signs, workshop materials etc...)
- Photos (before and after photos are particularly helpful, also photos documenting construction conditions; with photos, be sure to provide a caption indicating what the photo is showing and include a date when the photo was taken)

- Project Designs/As-Built
- Monitoring Report
- QA/QC Report
- Monitoring Data (including all supporting information; e.g., raw data, copies of field log books, calibration logs, lab data sheets, photographs)
- Maps
- Any other deliverables produced with this funding or information to support the achievements of the project